



## JOB DESCRIPTION

Position Title: **Senior Planner**

Working Area: **Planning/Zoning**

Class Code: 5303

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional work involving the review, evaluation, coordination, and processing of development applications as related to land development and physical development projects within the County. Responsibilities include review to compliance with planning and zoning code, consistency with design criteria and other requirements of land development regulations, and management of projects in the review process to insure the consistent, efficient and effective application of code, with good communication and cooperation among all reviewers.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Serves as a team leader for the review of Comprehensive Plan and rezoning and other permit application packages to assure compliance with the requirements of the County Code. Organizes, directs, and coordinates work activities in the areas of project review and management.

Coordinates issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects, and makes recommendations to bring about consistency with established codes and regulations.

Assists in the monitoring and implementation of the, administration of the Land Development Code, and other Ordinances and Regulations, with emphasis on zoning related issues and the accomplishment of special projects. Conducts research and analysis of Seminole County regulatory codes, drafts proposed changes to codes and monitors the code revision process to completion.

Assists in the establishment, abolition, or revision of ordinances, rules, regulations, and other implementation methods and general County development. Evaluates and analyzes general planning and design criteria as related to the Land Development Code, for proposed development within or affecting Seminole County.

Prepares and presents written and oral reports for projects in pre-application conferences, project review team meetings, the Planning and Zoning Commission, Land Planning Agency, Board of County Commissioners, other government officials, community, and other special interest groups and individuals.

Represents the department and County as a member of committees and study teams designated by the department director and the Board of County Commissioners. Attends Development Review Committee meetings and presents reports, comments, and recommendations for approval, denial, or approval with conditions for projects in the review process.

Implements and assists in developing and reviewing, analysis and interpretation of data. Performs review of development proposals and programs.

Confers and coordinates with civic leaders, government officials, industrialists, educators, financiers, citizens and other interested groups and individuals in order to obtain factual basis for planning/zoning projects and studies.

Represents the Division and the Department at various meetings and conferences and on local planning related advisory committees.



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### **Essential Functions: Continued**

Advises developers, engineers, and the public on County policies regarding land development requirements, planning and design criteria, and in matters relating to preliminary and final plats.

Coordinates and interacts with associate team members relative to various land use/zoning, Board of Adjustment and code enforcement related issues. Provides technical assistance to other staff and officials on matters requiring analysis and interpretation of zoning code and comprehensive planning requirements.

Assists in the establishment, abolition, or revision of ordinances, rules, and regulations relating to land development regulations.

Assists in review and hiring of consultants needed to implement program goals and objectives.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of the principles and practices of planning, zoning, land development, and permitting, as applied to physical land development projects. Knowledge of Local, State, and Federal regulations pertaining to city and county planning issues, regulations, and programs. Knowledge of statistics, graphics, and basic research methods employed in assimilating, compiling, evaluating, and presenting information and recommendations. Knowledge of local government operation with emphasis on County Administration.

Considerable ability to conceive, plan, and participate in research and planning projects. Ability to analyze and interpret complex data, present information, ideas, and recommendations clearly and succinctly in written and oral form. Ability to establish and maintain an effective working relationship with agencies, groups, and individuals associated with planning issues. Ability to communicate effectively both orally and in writing, and make presentations before large and small groups. Ability to exercise considerable initiative and work independently to accomplish assigned duties.

Master's Degree in Planning, Landscape Architecture, or related area and three (3) years' responsible experience in the supervision, administration, or management of urban planning project review. Professional registration or certification in the State of Florida is highly preferred.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is typically an office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. Incumbent may also perform some duties that require field visits to verify information or conduct research. This position has regular exposure to electrical and radiant energy found in an office environment.

